

THE NATIONAL SECRETARY

JANUARY
1938

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THE NATIONAL SECRETARY

Volume III
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Greetings and Congratulations

J. C. COCHRAN, *Superintendent of Schools*
San Antonio, Texas

Member of Executive Committee, American Association of School Administrators

AS we begin the year 1938, I wish to congratulate the National Association of School Secretaries on its accomplishments. Your noble aim—to elevate the standards of the group and through organization to pool your ideas and ideals toward a finer and more efficient service to the school and the community—has been more than realized. The questionnaire instigated by you and sent out by the Research Division of the National Education Association has already offered much material which will not only meet the aim of your organization but will supply superintendents with a knowledge of the great value of a highly trained, efficient secretary who means so much to the success of school executives. You are also to be congratulated upon the publication of the "National Secretary," an organ through which the accomplishments of the association may be disseminated to the membership and through which you may exchange your ideas for the common good of all. I wish to commend you for such a marked success in so short a time. My greeting is that you will continue this rapid progress.

President's Message

JANUARY always brings to mind the necessity for New Year's resolutions. I like to think that you have resolved:

1. To extend the membership of the National Association of School Secretaries into every city and county of the United States.
2. To personally be responsible for at least three new members.
3. To contribute toward the growth and success of the Association.
4. To "sell" the position of the school secretary so that the value of the work will be recognized and appraised.
5. To render a more efficient and friendly service so that at the end of the year results can be measured in human values.

Recognition will come to our Association in proportion to the individual efforts of our members. Our encouraging growth can be attributed to the enthusiasm, faith, and hard work of secretaries throughout the country many of whom I have not met.

On *rare* occasions someone asks the question: "How will membership in the National Association benefit ME?" To the one who is seeking personal gain, there are hundreds who write: "What can I do to **HELP** promote the work of the Association. There is real need for this organization." Without faith, confidence in our fellow workers, and vision to plunge ahead toward success, our Association would never have come into being.

I wish you could have journeyed with me this fall.

My first meeting was in Pittsburgh. Here I found 200 secretaries gathered in a church to listen to a well planned program. Prior to this meeting they had had no local organization. At the close they collected \$51 in dues. Today they have 178 of the 200 secretaries

members of the local association. This is a record to be proud of.

My next meeting was the following week in Cleveland. The Cleveland secretaries have been organization conscious for a long time. Some of them were among our charter members. Here again I found 200 secretaries and guests assembled for a luncheon. Such an array of distinguished guests would have been the pride and joy of any group.

My next Convention was in Dayton, where I found a smaller group due to the size of the city. This was a luncheon meeting. The group numbered 50, but the spirit was just as great and the program just as ambitious.

The following day we drove to Cincinnati to meet with a few National members to see if we could stimulate interest in our Association. Four Cincinnati secretaries met us for lunch, and, strange to relate, none of the four knew each other even though they had lived and worked in the same city for several years. This was an interesting meeting especially from the standpoint of acquainting secretaries with their co-workers. We hope with the urge of these four secretaries Cincinnati will realize the need for organizing in order that they may become better acquainted and thus work together for the good of the group.

Both the Cleveland and Dayton meetings were held in conjunction with the state teachers' meetings. The Cleveland meeting was the Northeastern Convention and the Dayton meeting the Central Convention.

Then came the New Jersey Teachers' Convention in Atlantic City. Here 75 secretaries met to organize a state association. A very constructive program was arranged, officers were elected, and the new association stepped forth in veteran style.

Then the Delaware secretaries met in conjunction with the state teachers' meeting and formed a state association which promises to become a splendid organization. They had a luncheon meeting at which about 50 secretaries were present.

I wish space would permit me to describe these meetings more in detail so that you could get the setting and the spirit of the occasion. Many clever, original ideas were displayed in decorations and unique programs.

Secretaries in all sections are becoming organization minded. They realize that the status of the position can only be raised through a well organized Association.

I feel I gained a great deal of courage and inspiration from my contacts with these Secretaries and I was proud to be one of them and to be able to act as your representative on these occasions.

Many times those who know my itinerary ask if I ever work at my school position. For your information I have

attended all these meetings and missed but two days from my school duties. My Department of Superintendence has been most understanding and helpful. It has granted me these occasional absences without loss of salary. I feel as an Association we should be grateful for this sympathetic cooperation.

Our Eastern States meeting takes place February 25-27 in Atlantic City. Haddon Hall is our headquarters hotel. If you possibly can, arrange to meet with us. We anticipate a large attendance and a most worthwhile Convention.

We hope every state will be well represented in New York at our annual meeting the end of June. Plans are under way for this Convention. We welcome your suggestions for topics for discussion, speakers for our luncheon, and meetings which you feel would be helpful.

May the year 1938 be filled with joy, happiness, and success for each and everyone of you.

LOUISE H. HENDERSON

Looking Forward

AT this time, I desire to express my sincere appreciation for the recognition that was given me by the Association in naming me your Editor.

May each issue be a tribute to the School Secretaries of the Nation. I shall continue to point with both pleasure and pride to outstanding achievements. May everyone remember that our magazine belongs to each and everyone of us and it can only be successful if it reflects the general interest of the group. Let me hear from you and I promise to find a space for all your offerings. DEAD LINE for material to Editor and Advertising Manager for the APRIL issue will be MARCH FIFTEENTH.

Let us keep in mind our four-point program—Service—Recognition—Information—Fellowship. All are equally important. All are necessary in practice. When we improve individually, we improve as a group and bring a greater zest to problems that might otherwise become humdrum and irksome. With so strong a foundation and with ideals so high, let us, as School Secretaries, encourage these standards and by unity of purpose build an Association that will not crumble but endure.

As the New Year approached, there came with it a keen sense of individual responsibility for the part each of us is to play in bringing recognition to our Association. Let us resolve that it shall be the best and most glorious year in all the years. 1938—the open door—may it reveal our ideals of service expressed in real and living principles of thought and action. THE EDITOR

THE NEW YEAR

*Who is that dancing over the snow,
With hair that is golden; cheeks all aglow?
He taps at your door—so open it wide,
Let him come in and with you abide.
Who is this child? I'll tell you, my dear,
He is the Prosperous, Happy, New Year.*

MARY ELIZABETH WARD
Board of Education
Baltimore, Maryland

Member Nat. Assn. School Secretaries, 1934



M. ALVINA CARROLL
Secretary to Superintendent of Schools,
Washington, D. C.

Member Executive Committee National
Association School Secretaries, 1936-38.

Chairman Committee on Drafting a Con-
stitution for National Association of School
Secretaries, February, 1935, Chairman Section
VI, Membership Committee, National Asso-
ciation School Secretaries, 1936.

Member Clerical Assistants Association,
Public Schools, Washington, D. C.

Member National Society Daughters of the
American Revolution, Recording Secretary, D.
C. Chapter, 1933-34, Delegate to Continen-
tal Congress, 1936.

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TO OUR EDITOR

We are pleased to announce that Mrs. Mina Burnett, Board of Education, San Antonio, Texas, has accepted the editorship of this magazine. Mrs. Burnett has been a most enthusiastic and earnest worker for the Association for several years. Her superior ability has been demonstrated by the charm and efficiency with which she served as Chairman of the Southern Section meetings—last year in New Orleans and this year in San Antonio. Let's give her our wholehearted support in this important position.

Due to the pressure of local work, Miss Ethel Spencer, Board of Education, Detroit, Michigan, was unable to serve as editor. Those of us who observed the competent way in which she managed the Detroit convention last June realize that she would put her heart and soul into any position which she should accept.

LOUISE H. HENDERSON
President

PUBLICITY

The National Association of School Secretaries wishes to express appreciation to the editors of the following magazines for their cooperation in including articles relating to this organization in publications issued this year:

Balance Sheet

Journal of the National Education
Association

Journal of the D. C. Education Asso-
ciation.

Office Economist

The Massachusetts Teacher

The New Jersey Educational Review

The Rowe Budget Publication

The Sierra Educational News

The Social Frontier

The Texas Outlook

School and Society

The Chairman of Publicity also wishes to express through this column her appreciation of the assistance rendered by the members serving on this committee.

M. ALVINA CARROLL

The National Secretary

ADVERTISING

We wish to express our appreciation to our advertisers. It is they who make it possible for us to issue this magazine. It should be the duty and pleasure of every secretary to patronize our advertisers, extend extra courtesies to their representatives and talk intelligently about their products. In this way we would let them know that their advertisements in the National Secretary pay large dividends. When you patronize our advertisers, be sure to mention this magazine.

Fellow secretaries, if you enjoy this magazine, secure its future by getting at least one advertisement. You must know persons who would be glad of the opportunity to put their products before our membership. Orders should be sent to Margaret V. Kernan, Board of Education, Municipal Building, Salem, New Jersey.

SCHOOL SECRETARY TURNS AUTHOR

We are told the Sunday New York Times encircles the globe, so perhaps many of you saw a copy of the January second issue, and noticed the full page "ad" on the back of the Magazine Section. It dealt with a SELF STUDY PITMANIC SHORTHAND, ARRANGED BY CATHARINE A. SCHAFER who has taught over twenty years in the

Philadelphia Public Evening Schools. The "ad" did not mention that Catharine is one of us, and has served as a secretary in the Philadelphia public schools for several years.

Knowing how thoroughly Catharine does other things, and the number of years she has spent on research work and testing and checking her material, we cannot but feel that she has contributed something really worthwhile to a subject in which we are all vitally interested.

THINGS TO DO

Have you ever checked up at the end of the day's work and found that everything you had planned and hoped for the day had been accomplished? Such days are rare, unless you have adopted the method of planning beforehand just what you would like to accomplish, and making a written list as a reminder.

This plan will be found not only beneficial but very interesting. Use a regular diary that has a page for each day. Plan your work as far ahead as you can, and write down under each day the things you wish to do, the people you wish to see or telephone, and any appointments you are to keep.

When any of your work has been taken care of, a check mark after the entry will show you that it has been done and will serve as a record of your work.

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EASTERN STATES CONVENTION

All Aboard for Atlantic City to Attend the Eastern States Convention of the
National Association of School Secretaries

Time February 25-27, 1938

Headquarters Hotel	Haddon-Hall	Register on Arrival
Schedule of Events		

Saturday	2:00 p. m.	Business Meeting
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Saturday	Evening	Reception to Superintendents
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A series of skits will be given by our own members. Refreshments will be served. All members are invited to an entertainment at the Hotel after the reception.

Sunday

It is hoped a large number of visiting Delegates will get together for breakfast.

Sunday	1:00 p. m.	Luncheon Haddon-Hall.
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Cost—\$1.75

This is the big event of the Convention. An outstanding Speaker of National prominence will address the group. Greetings will be extended by prominent Superintendents.

Reservations may be obtained thru Helene Maulick, Board of Education, Atlantic City.

As you know the American Association of School Administrators Convention takes place at this time so we hope your city or county will send your Superintendent to our Luncheon as your guest. It would also be a splendid idea to send one or more members of your Board of Education to this Luncheon. The small cost will bring you a great deal of good will and recognition we so earnestly desire.



EVELYN KNOFF

*Secretary to Superintendent of Schools
San Antonio, Texas*

Member Executive Committee National Association of School Secretaries, 1935-38.

Chairman of both the Delegate and the Election Committees, National Association of School Secretaries, 1937.

Chairman of Election Committee and a member of the Publicity Committee of National Association of School Secretaries, 1938.

In 1935 she was Texas State Delegate to the meeting of the National Association of School Secretaries which was held in Denver, Colorado.

Member Texas Chapter, National Association of School Secretaries.

In 1931 Miss Knoff was appointed by Augustus O. Thomas, then President of the World Federation of Teachers Associations, to participate in a round-the-world good will message, which was relayed across the United States to London. She was the good will messenger from the Governor's Mansion of the State of Texas in this International Good Will Day Program.

She is a member of the Junior Business and Professional Women's Club of San Antonio and was, in 1936, a member of the executive committee of that organization.

Her college training was obtained at the University of Texas.

DELEGATES

While it has not been voted upon by the Executive Committee, we feel sure a definite sum will be set aside to help defray the expenses of delegates to the annual convention in New York City in June. This year we shall profit by experience and allot the money on the basis of distance from the capital of each state to the convention city. This amount will be prorated on the number of members in each state, no refund being allowed any state having fewer than 15 members.

The State Chairman will conduct an election of a delegate prior to April 1.

Make your choice known to her. We should like to suggest that you give careful consideration to the selection of a delegate and insofar as possible choose someone who has shown her interest and loyalty by making some worth-while contribution to the advancement of our Association.

SOUTHERN SECTION MEETING SAN ANTONIO, TEXAS

The school secretaries from six of the southern states—Louisiana, Arkansas, Oklahoma, New Mexico, Arizona and Texas—opened their convention on Friday, November 26, with registration of delegates at their Headquarters, the Gunter Hotel. This was followed by a "Round-Up" luncheon at noon, also at the Gunter Hotel, which was presided over by Mrs. Mina Stovall Burnett, President of the Alamo District Association. The principal address was given by Dr. W. W. Jackson, President of the University of San Antonio on

"The Importance of the School Secretary." In this, he brought out the relationship of the school secretaries to the four groups taking part in the luncheon program—the people, represented by the Mayor; the School Board officials, represented by Mrs. Wyneken; the teachers and the students represented by Miss Moynahan and the Lassos. "Primarily, a secretary," Dr. Jackson said, "must have poise, an understanding of the student, especially the problem child, also understand teachers and parents." He compared her importance to the main spring of a watch or the steering wheel of an automobile and said he did not know of any individual in the school set-up who was more valuable than an efficient secretary who had to be imbued with the wisdom of a Solomon.

Mrs. Elizabeth Trail, State Chairman of Texas, was the luncheon chairman. The "cowboy" atmosphere was very much in evidence everywhere, with "cattle brands" covering the programs and miniature chuck wagons and camp fires forming the decorations for the

tables. In the afternoon the delegates were shown a number of points of interest in the City.

A reception was held on Friday evening at the Spanish Governor's Palace, to which were invited the visiting delegates, member of the Board of Education, Administrators and members of the Presidents' Council. Typical entertainment with a Spanish motif was featured and the committee was attired in colorful Spanish costumes.

A breakfast meeting of the delegates was held at the Plaza Hotel. Problems affecting school secretaries and means of cooperating with the National Association were discussed at this closing business session. Also, at this session a new Texas State organization of School Secretaries was formed. Mrs. Mina Stovall Burnett was elected President. Louisiana has perfected its State organization and other states in the southern group are expected to follow suit.

A dinner dance at the Olmos Dinner Club concluded the convention.

We have received many lovely letters from the delegates since they returned to their homes. This makes us realize that our efforts were not in vain. We are grateful for the many fine friendships which grew out of the convention and it is our hope to hold and enlarge these friendships throughout the years to come.

EVELYN NEUMANN
Publicity Chairman

HAPPY SAILINGS!

Congratulations and best wishes to Mr. and Mrs. William Silance, (Dorothy Adams, State Chairman for California), and Mr. and Mrs. Eli Gordon, (Adele Kansas, State Chairman for Louisiana).

* * *

Elizabeth Trail, San Antonio, Texas, has graciously accepted the appointment of Business Manager of The National Secretary. From her untiring efforts as Texas Chairman, we are sure that she will be of much assistance to the Editor.

MEMBERSHIP

The response to our renewal letters has been good. Nearly 800 members have sent in their dues for the year thus far. Many State Chairmen are conducting active membership campaigns.

We had hoped to publish the names of the members by states in this issue but due to the fact that schools were closed for the holidays we were unable to secure complete lists from all state chairmen. Watch for your state listing in the April issue and do your part in helping to put it in the lead. Our goal is 4500 members this year.

A REMINDER

Have you paid your 1937-1938 dues? If not, will you please send your dollar to Mrs. Belle Kuehny, Chairman of Membership N. A. S. S., 1055 N. Fairfax Street, Los Angeles, California. **Remember**—you are delinquent after April first!

STENOGRAPHER'S TRANSCRIPTION REFERENCE

By W. BRIANT HOBSON

A ready reference book that contains the answers to hundreds of questions met by the stenographer or secretary in her daily work. Arranged in concise outline form with just enough reading matter to quickly identify the information wanted. Covers punctuation, English, the mechanics of letters, division of words, and a great store of other valuable information.

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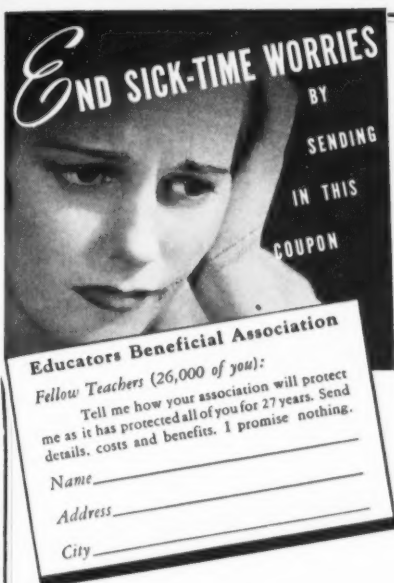
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THE ADVANTAGES OF ACCIDENT AND HEALTH DISABILITY INSURANCE

Secretaries and teachers engaged in school work are both helped and handicapped by the fact that they can count on a definite sum each pay day for months, even years, in advance. It is conducive to comfortable living to know that a certain sum of money will come in at the end of each week or month of work.

So nicely balanced is such a life, however, that the educational worker too often lives right up to her means without thinking of the inevitable troubles like sickness and accident disability and quarantine, which can seriously spoil the equilibrium of her life. When sickness comes along, or when an accident occurs, or when a quarantine sign is posted on the front door, the educational worker finds her living expenses increased, doctor, drug and even hospital bills mounting up, and her income strained, cut, suspended, or ended. Too often she must dip into hard-earned savings that were intended for some special purpose. In too many sad cases, even savings turn out to be not enough to meet these extraordinary expenses. So is the educational worker handicapped by her steady, predictable income.

There is a way, however, to preserve the nice balance of one's life even in the face of such inevitable misfortunes. That way is teachers' accident and health disability insurance which is much cheaper than ordinary accident and health insurance due to the existence of non-profit mutual organizations. For annual payments that are nominal enough, the teacher, the school secretary, and others engaged in school work can insure their incomes against sickness, accident, and personal quarantine. Several companies issuing this type of insurance have advertised in this magazine from time to time.



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protecting each other? Mail the coupon above.

EDUCATORS BENEFICIAL ASSOCIATION
LANCASTER, PA.

Editor's Note—

Due to the limited amount of space available in the October issue of *The National Secretary* the complete report of the delegate from Pennsylvania to the Detroit Convention, Miss Ida Lochter, was not included. I take pleasure in submitting this worth while report at this time.

**THE PENNSYLVANIA DELEGATE
VIEWS THE N. A. S. S.
CONVENTION**

For the sake of brevity, I shall merely outline my impressions of the N. A. S. S. Convention as a whole and cite a few prominent activities. For the secretaries the convention was opened most effectively by a Tea which the Detroit Secretaries Association sponsored. Yes, it was social, but it gave us a chance to get to know one another.

Our first official function was the luncheon meeting at Dearborn Inn where we were greeted by Mr. Kelly and Mr. Rich, both of Detroit, Mr. Cameron Beck of the New York Stock Exchange, and Dr. Glenn, President of the American Association of School Administrators. As guest speakers we were fortunate in having Mr. Cameron of the Ford Motor Company and our own State Superintendent, Dr. Lester K. Ade. Dr. Ade's talk on the Philosophy of Education impressed upon us the fact that being a specialist in a particular field is not sufficient. The specialist should have as his background a thorough general training and be able to apply the knowledge when necessary. Each secretary left that meeting with the feeling that Dr. Ade's talk concerned us as much as, if not more than, any other group in the educational enterprise.

The Round Table Discussion which was held the following day gave us an opportunity to learn the problems with which secretaries are faced in the various cities. The enthusiastic discussions which followed each paper gave definite evidence of the help derived from sharing problems common to all.

After a very successful business meeting members lingered on for those intimate discussions that make for permanency and good fellowship in a group of which we are so proud.

Our program was so arranged that we were able to attend some of the N. E. A. meetings which, while they did not deal with problems bearing directly on our work, did give us beneficial viewpoints in the field of education.

IDA LOCHTER
Delegate from Pennsylvania



ALICE TEEGARDEN

Secretary of Stivers High School, Dayton, Ohio for fifteen years.

Elected Treasurer of the National Association of School Secretaries in June, 1937.

State Chairman of National Association of School Secretaries.

President of Miami Valley Chapter of National Association of School Secretaries.

Graduate of Madam Blaker's Kindergarten School.

Kindergartner for ten years.

Member of Dayton High School Women's Club.

Member Nomad Club.

☆☆☆

It's a good safe rule to sojourn in every place as if you meant to spend your life there, never omitting an opportunity of doing a kindness, speaking a true word or making a friend.

He was a wise man who said: "I haven't time to worry; in the daytime I'm too busy, and at night I'm too sleepy."

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Listening In

Greetings to our new organizations! As you will note, the following items are full of enthusiasm and vision. Surely our older local and state organizations should maintain their promptness in sending in items regarding their achievements and act as a balance wheel. Beginning the year 1938, let's resolve that each organization shall be a joy to its members and a benefit to the schools and communities. Good luck to you, one and all!

FLORENCE STUBBS,
Exchange Editor

LITTLE ROCK, ARKANSAS

The Clerical Association of the Little Rock Public Schools held its second meeting of the year at 4 P. M. Friday, December 3. Mrs. Artie Cartwright, president, presided. The name of a family to be aided at Christmas time was submitted and the Sunshine and Welfare Committee was given permission to make necessary arrangements.

After the business meeting the program was turned over to Mrs. Anna Beall, chairman of the Program Committee, who introduced Miss Alethia Allen who gave an interesting report of the convention of the Southern States held in San Antonio, November 25-27. Miss Allen is State Chairman of Arkansas and she plans to call a meeting of the Arkansas school secretaries in the near future for the purpose of forming a State Association which will be affiliated with the National Association of School Secretaries.

SAN DIEGO, CALIFORNIA

We are glad to hear from the San Diego Secretaries who have not been organized so very long. There are about ninety in the San Diego school system and we rejoice with them that during the past school year, through concerted efforts, they have succeeded in securing improved working conditions

and a restoration of salaries. Meetings are held once a month on an evening selected by the members when they have speakers or just the regular business meeting. They also have a dinner meeting and social night once each semester. We are sure this organization is started on a prosperous journey. Our good wishes are with you. Miss Annette Uehling is the president.

LOS ANGELES, CALIFORNIA

This association is such an active and growing one that space forbids our publishing all of the various activities of this group but some of the recent events are as follows:

A dinner meeting was held at Caldwell's on Tuesday, December 14, 1937, at seven o'clock. The speaker was Mrs. Louise Pinkey Sooy well known style expert, whose subject was "Clothes for the Business Girl." During the Christmas vacation the association sponsored a series of lectures on "Telephone Technique" given by Miss Blais of the Southern California Telephone Company.

The Retirement Committee, Educational Committee and the various sections are all busy in carrying out their plans for the year and working for the advancement of the group.

DENVER, COLORADO

The Clerks and Secretaries Association of the Denver Public Schools held a business meeting on the evening of December 16, 1937, when plans were outlined and suggestions made for our participation in the Community Chest campaign for next year. Some changes are to be made and the group was called together for the purpose of securing their approval of such changes. After this discussion we were highly entertained by Mr. Charles Roth of the School of Commerce, University of Denver, who spoke to us on "Personality." The

topic is one in which our group should be especially interested and Mr. Roth's talk was most thought-provoking and enlightening. We only wish that all of our members had been there to hear it.

WILMINGTON, DELAWARE

At the October meeting of the Wilmington Public School Clerical Association, Miss Jenny Biddle was re-elected president for the current year. The November meeting took the form of a Halloween party.

A luncheon meeting of the school secretaries in the State of Delaware was sponsored by the Wilmington Association in connection with the Delaware State Education Association convention on November 19, 1937. Miss Mildred Van Dyke, Secretary to the Board of Education was chairman of the luncheon. Mr. William Haines, Supervisor of Business Education in Wilmington, was the guest speaker. A short talk by Miss Louise Henderson, President of the National Association was greatly enjoyed by those present. A state organization was formed at a business meeting held after the luncheon. Miss Florence Megginson, Secretary to the Superintendent of Schools, Newcastle, Delaware, was elected President for the coming year.

WASHINGTON, D. C.

On Tuesday, January 11, 1938, at 7:00 P. M., forty-nine of our members attended the mid-winter dinner which was held in the Italian Garden at Ciro's restaurant. We were fortunate indeed to have as our guest speaker the President of the Board of Education of Washington, D. C., Mrs. Marian Wade Doyle. Mrs. Doyle was very helpful in giving advice peculiar to the clerical situation in the public schools of Washington, D. C. She told us that we should not be impatient and expect results too soon, that we should work for the future, and if we can not see any improvements for ourselves then work for the benefit of those who come after us.

A report was given to the members on the Christmas project—that of clothing a girl of nine and a boy of sixteen. This undertaking was very successful and much appreciated by the City Missioner. Miss M. Alvina Carroll, member of the Executive Committee of the National Association of School Secretaries, gave a report of the meeting she attended in Philadelphia on January 9. Most of this report concerned the plans for the coming convention to be held in Atlantic City on the 26th and 27th of February. Miss Bertha Marggraf, in charge of convention arrangements in Washington, gave a report concerning hotel reservations and the necessity for all intending to go to indicate at once.

At the close of the meeting seventeen of our group made tentative reservations for the Atlantic City convention.

GRACE E. ROBINSON

President, Clerical Assistants' Association, Washington, D. C.

FLORIDA

The Florida Association of School Secretaries was organized on March 19, 1937, at the time of the annual meeting of the Florida Education Association held in Orlando, Florida. Miss Selma Ridder, Secretary to the Superintendent of the Tampa Public Schools, was elected President.

The next state meeting is planned for March 25, 1938, in conjunction with the annual meeting of the Florida Education Association to be held in Tampa, Florida. The program for that day includes a luncheon meeting, followed by a short business session with installation of new officers, and a Round Table or Panel Discussion.

Fifty-one secretaries are members of the Florida Association representing Jacksonville, Miami, Tallahassee, Tampa, Gainesville, Lake Worth, Apalachicola, Ft. Lauderdale, Key West, and many other cities. This year sixteen members have joined the National Association, and is hoped that the membership campaign will be successful in bringing

many more members into the National Association.

NEW JERSEY

A very successful organization meeting of the New Jersey school secretaries was held in Atlantic City on November 13, 1937, in connection with the New Jersey State Teachers' convention. Miss Margaret V. Kernan, Vice President of the National Association of School Secretaries, presided at this meeting. A large group of the secretaries from all parts of the state were in attendance. A state organization was formed and Mrs. Virginia A. Halsey, Secretary to the Superintendent of Schools, Montclair, N. J., was elected president. The amount set for dues to the State Association was \$1.00.

AKRON, OHIO

Miss Mildred Beckman was elected president of the Akron Public School Clerks' Club at their annual election in December. A tribute was paid to the retiring president, Miss Donna Lower. Miss Lenore Garber, the newly elected secretary is also secretary for the Northeastern Ohio School Secretarial Association which holds its meeting each October in Cleveland, Ohio.

The Akron Public School Clerks' Club is now beginning its fourth year of organization with eighty-five school secretaries composing its membership—the entire clerical force of the schools.

CLEVELAND, OHIO

On Saturday, October 30, 1937, the Northeastern Ohio School Secretaries held a luncheon meeting combined with a business meeting which was a most enjoyable and successful occasion. Ethel M. Freund, Acting President of the Cleveland School Clerks Federation presided. To quote from the November Bulletin of the Cleveland Teachers Federation: "The school secretaries proved to be one of the most interesting and enjoyable meetings of the convention and all who attended were impressed

with the brilliant array of speakers presented."

The honorable Josh Lee, U. S. Senator from Oklahoma who was a guest at this meeting was one of the main speakers at the State Teachers Convention, held at the same time. His address was on "Streamlined Democracy." Dr. Lester L. Ade, Superintendent of Public Instruction of Pennsylvania, gave a very forceful and interesting talk on, "A philosophy of Education in Modern Times."

It is through such organizations and meetings that the National Association will grow in strength and power and we hope to hear of an increasing number of such section meetings throughout the country.

OKLAHOMA STATE MEETING

School secretaries and clerks in the State of Oklahoma will convene in Oklahoma City, February 12, for the purpose of organizing a State Organization to become affiliated with the National Association of School Secretaries. Mrs. Zola Burnett, Secretary to Superintendent of Schools, Guymon, Okla., will preside. Mrs. Burnett is the Oklahoma State Chairman.

Speakers at the convention will be Mr. C. M. Howell, Secretary of the Oklahoma Education Association; Mr. A. Linsheid, President E. S. T. C., Ada, Oklahoma; Mrs. Mina Burnett, President of the Texas Association of School Secretaries and Mrs. Elizabeth Trail, Texas Membership Chairman, both of San Antonio, Texas. Mrs. Glenna Kilian, Oklahoma Central District Chairman, will extend greeting from the Oklahoma City Secretaries.

All activities will be centered at the Biltmore Hotel with registration at 11:00 A. M., a reception honoring visiting delegates, guests and program speakers from 12:00 noon to 1:00 P. M. followed by a Luncheon and Business Meeting at 1:30 P. M.

This meeting is in conjunction with the Oklahoma State Teachers Meeting and all secretaries who are unable to

attend are urged to send a teacher representative from their respective school to the luncheon meeting. Reservations should be sent to Miss Ruth Petering, Board of Education, Oklahoma City.

PITTSBURGH, PENNSYLVANIA

The secretaries and clerks of Pittsburgh organized on October 19, 1937, under the name of "School Secretaries Association of the School District of Pittsburgh." Miss Flora L. Yagle, Chief Clerk of the Westinghouse High School was elected president.

Ninety-eight members attended the Christmas luncheon at the Congress of Clubs held on December 11. Plans are being made for a benefit bridge early in the spring.

SAN ANTONIO, TEXAS

The Southern Section Meeting, comprising Texas, Louisiana, Arkansas, Oklahoma, New Mexico, and Arizona, held their meeting during the Thanksgiving Holidays, November 25-27, 1937. An advance notice of this meeting was given in the October number of the National Secretary, so we will not repeat the program which appeared at that time. In another column of this issue of the Bulletin Mrs. Evelyn Neumann gives a more detailed account of this meeting. Those in charge of this meeting spared no efforts to make it a most successful and instructive occasion and those of us who saw the preliminary announcements were simply longing to go to San Antonio and have a part in all the interesting affairs that were scheduled to take place during the three days of the convention. That their efforts were crowned with success we are quite sure and the interest aroused at this section meeting should advance the cause of the National Association of School Secretaries in this large and very important district.

VIRGINIA

On November 26, 1937, under the leadership of Miss I. Blanche Thruston

of Richmond, Virginia, a meeting was held at the John Marshall High School at the time of the annual meeting of the Virginia State Education Association for the purpose of organizing a Virginia Association of Secretaries. Miss Thruston was elected President of the group and Miss Mildred Taurman Secretary-Treasurer. Meetings will occur annually at the time of the Virginia Education Association meetings and members will be affiliated with the National Association of School Secretaries.

TRAINING IN SERVICE

Since secretaries have become so definite a part of our school system we have felt the need for special training along these lines, especially those of us who work in the schools for it is just a little different from a business office. In the fall of 1937, the San Antonio Vocational and Technical School offered courses in its night school especially for school secretaries—everything from Personality to Elementary Typing with Business Arithmetic and English in between.

We heaved a sigh of weariness at the thought of working all day and attending school three times a week at night, but there was a splendid enrollment and we were more than pleased with what we received. The courses were interesting and the instructors inspiring. It was real training. We came to look forward to the two or more hours we spent there and all of us feel that it is a pleasant experience rather than "just going to school."

The general atmosphere of a school where everybody who goes is eager to learn and who goes because he wants to get all he can is an inspiration in itself. This is the atmosphere of "Tech Night School." There are a number of secretaries who are doing a better job in their schools, I am sure, because of this training in service.

JESSIE BURNLEY

Secretary, Travis Elementary School
San Antonio, Texas

TRAFFIC SAFETY FOR SCHOOL CHILDREN

Educators and traffic experts have endorsed enthusiastically the safety-instruction film, "America's Safest City" produced by P. O. Warren of Dayton in cooperation with Evanston's Bureau of Accident Prevention. The film was made especially for children along lines suggested by officers of the National Education Association, the National Congress of Parents and Teachers, and the National Safety Council, and contains no advertising of any kind. Most of the material was obtained by Evanston, Ill., police in six years of movie-taking on the streets of that city, and shows candid shots of children encountering traffic hazards and mistakes they made.

So effectively does this 2-reel sound film teach right traffic behavior that accidents have been reduced 60% in localities where children saw the picture. It presents traffic safety in a way that children understand and will copy.



Our Floor Brushes are cement set and pegged, and are therefore guaranteed that you may use them in oily and damp places as well as keep them near a radiator or other warm place and the bristle will not fall out.

Samples will be submitted upon request. When requesting samples, please state within what price range you are interested, and how long the bristle should extend from the block.

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